



July 03, 2018

Dear Parent,

I am writing to inform you that families receiving financial aid through the Assistance for Children with Severe Disabilities (ACSD) program **AND** the Incontinence Supplies Grant Program may be eligible for additional funding in the Top Up program. The Top Up program is administered by Easter Seals Ontario on behalf of the Ministry of Community & Social Services (MCSS)/Ministry of Children & Youth Services (MCYS).

### Step 1: Eligibility

To receive the top up funding for the period of **April 1, 2018 to March 31, 2019** you **MUST** be receiving **BOTH** the Incontinence Supplies Grant from Easter Seals Ontario **AND** Assistance for Children with Severe Disabilities (ACSD). Please review the following information to determine eligibility **before** completing the application:

- If your child receives the Incontinence Supplies Grant from Easter Seals Ontario **AND** Assistance for Children with Severe Disabilities (ACSD), please continue to **Step 2. Please note ACSD is not the same as the Disability Tax Credit**
- If your child **does not** receive Assistance for Children with Severe Disabilities (ACSD), he or she is **not** eligible. Please **do not** complete the enclosed Application Form. **You will continue to receive the Incontinence Supplies Grant payment every 6 months.**
- **Please note:** If you or your spouse receives income support under Ontario Works (OW) or Ontario Disability Support Program (ODSP) you may be eligible to apply for another funding benefit called the **Mandatory Special Necessities Benefit**. **Please contact your OW or ODSP worker directly to find out more.**

### Step 2: Complete Top Up Application Form, attached

**Please note that your child must receive both the Incontinence Supplies Grant from Easter Seals Ontario AND Assistance for Children with Severe Disabilities (ACSD). If your child's Incontinence Supplies Grant is under review, you must respond to the review to be eligible to submit the Top Up application.**

- **Parent/Guardian** to complete **Section A** of the application.
- **Consent:** By completing the consent portion of the application, you are allowing Easter Seals Ontario to verify and share information with the Ministry of Community and Social Services and Ministry of Children and Youth Services
- Please make sure that a witness signs **Section A** of the form. The witness can be *anyone* over 16 years of age, including family members.
- Please make sure the entire form has been completed, and all questions have been answered. Incomplete forms will be returned to you, resulting in delays.
- Faxes and photocopies **will not** be accepted.
- Forward the form to your **Special Agreements Officer (SAO) at MCSS/MCYS**

### Step 3: To be completed by SAO with MCSS/MCYS

- **Section B MUST** be completed and signed by your **Special Agreements Officer (SAO)**. When completed, the SAO will return the form to you to mail it back to Easter Seals.
- Return form to:  
**Top Up Funding Program  
Easter Seals Ontario  
One Concorde Gate, Suite 700  
Toronto, ON M3C 3N6**
- Applications received after the **December 7, 2018** deadline will be denied. Please note that there are no exceptions to this deadline.

If you have any questions about the top up program, please call the Easter Seals Top Up Program Coordinator at (416) 421-8778 ext 324 or toll free at 1-800-668-6252 ext 324.

Please allow 12 weeks to process your application.

Sincerely,

Top Up Program Coordinator